



INTERNAL AND EXTERNAL POSTING PLANNING COORDINATOR

(40 hours/week)

Workforce Connections, Inc., a private non-profit employment and training organization, is seeking to fill a Planning Coordinator position in our corporate office in La Crosse.

Responsibilities: Operational planning, information and continuous improvement (including program monitoring).

Qualifications: Prefer a Bachelor's degree in business, sociology, public administration or related field plus 3-5 years grant writing experience. Demonstrated experience with research, data analysis, and quality improvement. Excellent oral and written communications, creativity, critical thinking and organizational skills. Work independently and as a strong team member. Ability to use appropriate computer systems including Windows operating system and Microsoft Office Suite required.

Hours: 40 hours/week

Starting Pay Range: Mid to upper \$20's annually (negotiable based on experience). Excellent benefit programs.

Corporate Office Hours: Monday through Friday, 8:00 a.m. – 4:30 p.m.

How to Apply: Visit our website at www.workforceconnections.org (***Our Job Opportunities***) to review the posting information, position description and access the on-line application (*please read instructions regarding on-line submission of application*). **TO BE CONSIDERED SUBMIT APPLICATION, RESUME AND COVER LETTER.** Send electronically to workforceconnections@workforceconnections.org. **For consideration apply by 4:30 p.m. on Monday, March 15, 2010.** *Late or incomplete application materials will not be considered.*

Affirmative Action/Equal Employment Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities. TTY users 1-800-947-3529
Application materials received may be considered for other openings in the organization.

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